

[Your Name]
[Your Job Title]
[Your Employee ID]
[Date]

[Manager's Name]
[Department Name]
[Company Name]

Subject: Request for Health Recovery Sabbatical Leave

Dear [Manager's Name],

I am writing to formally request a sabbatical leave for health recovery purposes. After consulting with my medical professionals, I have determined that taking a focused period of time away from my professional duties is necessary to address my current health situation and ensure a full recovery.

I am requesting this leave to begin on [Start Date] and plan to return to my position on [Return Date].

During my absence, I am committed to ensuring a smooth transition of my responsibilities. I am happy to work with you to develop a handover plan, including briefing my colleagues on current projects and providing documentation for ongoing tasks before my departure.

I have attached the relevant medical documentation supporting this request as required by company policy. I value my role at [Company Name] and look forward to returning with renewed health and energy to continue contributing to the team.

Thank you for your understanding and support regarding this matter. I look forward to discussing this request with you further.

Sincerely,

[Your Signature]
[Your Printed Name]